

REPORT DOCUMENTATION PAGE

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**DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL**

NUMBER	DATE	DISTRIBUTION
1336.5, Change 1	September 30, 1996	1000 Series

ATTACHMENTS

8 Pages

INSTRUCTIONS FOR RECIPIENTS

The following pen and page changes to DoD Instruction 1336.5, "Automated Extracts of Active Duty Military Personnel Records," August 17, 1993, are authorized:

PEN CHANGES

Page 5

Enclosure 5. Change "Changes to Reporting Requirements as Required by an Operational Mission, Contingency Operation, or National Emergency, for Reserve Personnel" to "Additional Reporting Requirements for an Operational Mission, Contingency Operation, National Emergency, or War"

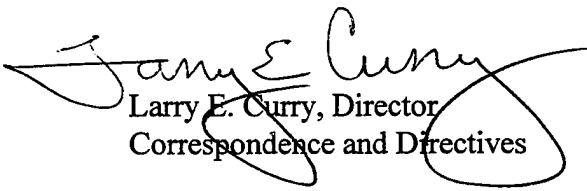
PAGE CHANGES

Remove: Pages 5-1 through 5-3

Insert: Attached replacement pages and new pages 5-4 through 5-8

EFFECTIVE DATE

The above changes are effective immediately.


Larry E. Curry, Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

ADDITIONAL REPORTING REQUIREMENTS
FOR AN OPERATIONAL MISSION, CONTINGENCY OPERATION,
NATIONAL EMERGENCY, OR WAR

A. APPLICABILITY

1. The Military Services shall implement the additional reporting requirements described in section B., below, for operational missions, contingency operations, national emergencies, or war (known hereafter as a "Specified Operation"), for which a Deployment Order has been issued by the Chairman of the Joint Chiefs of Staff or as directed by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) in coordination with the Director for Manpower and Personnel (J-1). These enhanced requirements will continue until the Military Services are notified in writing by the USD(P&R) to cease reporting.

2. For each Specified Operation, reporting shall be accomplished for the following groups of military personnel:

a. All active duty personnel participating in a Specified Operation who are counted and reported as part of total official Military Service strength as defined in DoD Instruction 1120.11 (reference (c)).

b. All Regular and Reserve retired personnel, whose retirement is based on 15 or more years of active duty service, ordered to active duty in support of a Specified Operation.

c. All Reserve component personnel, including those personnel not on the active duty list of their Military Service, ordered to active duty in support of a Specified Operation.

B. REPORTING REQUIREMENTS

1. Reporting shall be accomplished by transaction records.

a. A transaction record shall be submitted whenever one of the following events occurs:

(1) Operation Gain. The association of a military member with a Specified Operation begins.

(2) Operation Loss. The association of a military member with a Specified Operation ends.

(3) Operation Change. A military member who is associated with a Specified Operation changes his or her duty status, assignment unit, attachment unit, and/or duty location (record fields 11, 12, 13, and 14, described in subsection B.3., below).

b. A cancellation to a transaction record shall be submitted whenever a previously reported Operation Gain or Operation Loss transaction record was submitted in error or submitted incorrectly. In the latter case, the correct information shall be submitted as a new Operation Gain or Operation Loss transaction record.

2. Transaction records shall be submitted daily as they are generated or as defined in the implementing guidance. Data transmission to DMDC shall be via electronic means in accordance with the most current DMDC procedures for sending and receiving electronic files.

3. Transaction records shall be submitted in the following format:

<u>Record Field</u>	<u>Record Position</u>	<u>Data Field</u>
1	01-09	Person Social Security Number
2	10	Uniformed Service Organization Code
		A Army
		N Navy
		M Marine Corps
		F Air Force
		P Coast Guard
3	11	Uniformed Service Organization Component Type Code
		R Regular
		G Guard
		V Reserve
		T Temporary
4	12-13	Reserve Component Category Code
		SA Selected Reserve, trained in units, 48 or more Inactive Duty Training (IDT) periods
		SG Selected Reserve, trained in units, Active Guard Reserve (AGR)
		TB Selected Reserve, trained individuals, Individual Mobilization Augmentee (IMA)
		UF Selected Reserve, training pipeline, on Initial Active Duty for Training (IADT)
		US Selected Reserve, training pipeline, AGR on or awaiting IADT
		UT Selected Reserve, training pipeline, Simultaneous Membership Program (SMP)
		UX Selected Reserve, training pipeline, in other training programs

<u>Record Field</u>	<u>Record Position</u>	<u>Data Field</u>
4	12-13	Reserve Component Category Code (continued) RE Individual Ready Reserve, trained PJ Ready Reserve training, in officer training programs PK Ready Reserve training, in Health Professional Scholarship Program (HPSP) II Inactive National Guard YD Standby Reserve, Active Status List, other YL Standby Reserve, Inactive Status List, 20 or more years YN Standby Reserve, Inactive Status List, other V1 Retired Reserve, Reserve service retiree age 60 or more V2 Retired Reserve, Reserve service retiree less than age 60 V3 Retired Reserve, disability retiree V4 Retired Reserve, Active service retiree V5 Retired Reserve, other retiree Not applicable to personnel described by paragraph A.2.a., above. Codes UP, UQ, RH, and RU are not applicable to reporting under this enclosure.
5	14	Activation Type Code Y With member's consent (voluntary) N Without member's consent (involuntary) Not applicable to personnel described by paragraph A.2.a., above.
6	15-19	Operation Plan Identifier As assigned to each Specified Operation by Chairman or the Joint Chiefs of Staff. Report the Plan Number in record positions 15-18 and, if available, the Plan Number Suffix in record position 19.
7	20-21	Transaction Type Code GA Operation gain LA Operation loss CA Operation change GX Cancellation of an operation gain LX Cancellation of an operation loss

<u>Record Field</u>	<u>Record Position</u>
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<u>Data Field</u>

8	22-29	Transaction Effective Date
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Format: YYYYMMDD.

If the Transaction Type Code is GA, then report the date the association of the military member with a Specified Operation began.

If the Transaction Type Code is LA, then report the date the association of the military member with a Specified Operation ended.

If the Transaction Type Code is CA, then report the date the military member who is associated with a Specified Operation changed his or her military duty status, assignment unit, attachment unit, and/or duty location.

If the Transaction Type Code is GX or LX, then report the Transaction Effective Date of the original GA or LA transaction.

9	30-37	Transaction Processing Date
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Format: YYYYMMDD.

If available, report the date the transaction was originally processed by the submitting agency.

10	38-43	Transaction Processing Time
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Format: HHMMSS.

If available, report the time the transaction was originally processed by the submitting agency.

11	44-46	Duty Status
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The status of the member relevant to his or her availability for duty.

If the Transaction Type Code is LA, then report the Duty Status as of the end of the association of the military member with the Specified Operation.

Not applicable if the Transaction Type Code is GX or LX.

<u>Record</u> <u>Field</u>	<u>Record</u> <u>Position</u>	<u>Data Field</u>
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44 Administrative Condition Code

- A Present for duty
- B Casualty status
- C Civil confinement
- D Deserted
- H Leave status
- I Military confinement
- J Absent without leave
- K Sick in quarters
- M In transit

45 Casualty Status Type Code

Report only if the Administrative Condition Code (record position 44) is B.

- A Ill or injured
- B Missing
- C Whereabouts unknown
- D Deceased

Code D is applicable only if the Transaction Type Code is LA.

46 Casualty Missing Status Type Code

Report only if the Casualty Status Type Code (record position 45) is B.

- A Beleaguered
- B Besieged
- C Captured
- D Detained
- E Interned
- F Missing in action
- G Missing

<u>Record Field</u>	<u>Record Position</u>	<u>Data Field</u>
12	47-54	<p>Assigned Unit Identification Code (UIC)</p> <p>The unit organization to which the military member is permanently assigned. For personnel described by paragraph A.2.b., above, report the unit organization to which the military member is assigned when called to active duty, unless this assignment is permanently changed subsequent to the call to active duty.</p> <p>If the Transaction Type Code is LA, then report the Assigned UIC as of the end of the association of the military member with the Specified Operation.</p> <p>Not applicable if the Transaction Type Code is GX or LX.</p>
13	55-62	<p>Attached Unit Identification Code (UIC)</p> <p>The unit organization at which the military member is performing duty. Report only if different from the Assigned UIC.</p> <p>If the Transaction Type Code is LA, then report the Attached UIC as of the end of the association of the military member with the Specified Operation.</p> <p>Not applicable if the Transaction Type Code is GX or LX.</p>
14	63-70	<p>Duty Location</p> <p>The place the military member is physically located.</p> <p>If the Transaction Type Code is LA, then report the Duty Location as of the end of the association of the military member with the Specified Operation.</p> <p>Not applicable if the Transaction Type Code is GX or LX.</p>

<u>Record Field</u>	<u>Record Position</u>	<u>Data Field</u>
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14	63-70	Duty Location (continued)
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	63-64	Country Code
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For a list of domain values, reference Defense Data Repository System (DDRS)-approved standard data element Counter Identifier 14392 or FIPS PUB 10-3, "Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions." If available, values for the Water Body Code may be reported in place of Country Code.

If the Country Code is classified, then report all Zs in record positions 63-70.

65-66		US State Numeric Code
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Report only if the Country Code (record position 63-64) is US. For a list of domain values, reference DDRS-approved standard data element Counter Identifier 17410 or FIPS PUB 5-2, "Codes for the Identification of the States, the District of Columbia and the Outlying Areas of the United States, and Associated Areas."

If the US State Numeric Code is classified, then report all Zs in record positions 65-70.

67-70		Geolocation Code
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For domain value information, reference DDRS-approved standard data element Counter Identifier 17385 or JCS PUB 1-03.19, "Joint Reporting Structure, General Use/Miscellaneous."

If the Geolocation Code is classified, then report all Zs in record positions 67-70.

<u>Record Field</u>	<u>Record Position</u>	<u>Data Field</u>
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15	71	Person In Theater Status Code
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A military member is considered to be in theater if he or she is located within the theater of operations or is in receipt of Special Pay for Duty Subject to Hostile Fire or Imminent Danger for service related to the Specified Operation.

Y Military member is in theater
N Military member is not in theater

16	72-85	Filler (blanks)
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